

TAB

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PERSONNEL EMERGENCY AND LOCATOR RECORDS

Rescission: [REDACTED] dated 4 June 1958

1. **GENERAL**

- a. Form 642, Personnel Emergency and Locator Record (figure 1) shall be maintained for all domestic staff employees (excluding staff agents) to:
- (1) Permit prompt contact with employees at work or at their homes.
 - (2) Provide information concerning persons to be contacted in case of employee illness, injury, or other emergency.
 - (3) Furnish information for the Agency telephone directory, and for preparation of Form W-2, Withholding Tax Statement.
- b. Depending upon assignment, each domestic staff employee will be placed in one of four limitation categories. These categories will serve to define the extent to which information will be released in response to internal and external inquiries.
- (1) Personnel under cover will be carried in Limitation Category 3 or 4 on Form 642 unless specific exception is granted by the Central Cover Division, DD/P.
 - (2) DD/P personnel will be carried in Category 3 or 4 on Form 642. Concurrence by the Deputy Director (Plans) is required before any DD/P employee lists are provided to non-DD/P components.
- c. Form 642, Personnel Emergency and Locator Record (Blue), shall be maintained at headquarters for all overseas staff employees (excluding staff agents) to furnish information for preparation of Form W-2, Withholding Tax Statement.

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2. RESPONSIBILITIES

a. Operating Officials

Each Operating Official will ensure that Form 642 is maintained for all employees (both domestic and overseas) under his jurisdiction. Administrative officers designated for this purpose will:

- (1) Prepare Form 642 for new employees and forward the form promptly to MRD.
- (2) Maintain a file of completed forms received from the Machine Records Division, Office of the Comptroller.
- (3) Revise forms of employees transferred from other components.
- (4) Make appropriate notations on forms when employees transfer from or to an overseas station, or when they terminate employment.
- (5) Record changes on completed forms and forward together with forms of new employees promptly to the Machine Records Division.

b. Office of the Comptroller

The Machine Records Division, Office of the Comptroller, will:

- (1) Maintain a master file of Forms 642.
- (2) Process each Form 642 received.
- (3) Transmit a completed Form 642 to the submitting component.
- (4) Furnish Operating Officials, on request, listings of information from the Forms 642 on file for personnel under their jurisdiction.

c. Employees

- (1) Employees shall report changes in information of Form 642 to administrative officers, and, if transferred at headquarters, shall hand carry forms to gaining components.

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- (2) Employees processing for overseas assignments shall prepare Form 642 to show their overseas address for use on Form W-2, Withholding Tax Statement. Other items on Form 642 will be disregarded since this information will be recorded on Form 61, Current Residence and Dependency Report.

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